

EDITED TASK LISTING

CLASS: Assistant Civil Engineer

NOTE: Each position within this classification may perform some or all of these tasks.

1.	Prepares plans, specifications and estimates for a wide variety of civil and structural related projects of lesser difficulty to provide direction to the field utilizing various resources (e.g., computers, hand drafting equipment, calculator), under the direction of the supervising civil engineer.
2.	Develops designs for a wide variety of civil and structural related projects of lesser difficulty to provide a concept to solve problems using various resources (e.g. pencils, paper, calculator, computer programs, applicable codes and standards), as necessary.
3.	Perform survey work for various types of construction projects to produce topographic maps and elevation studies utilizing survey equipment, as necessary.
4.	Conducts foundation studies for various types of construction projects to make a recommendation regarding building footing design utilizing various resources (building codes, computer, calculator), as necessary.
5.	Inspects structures under construction to ensure conformance to plans and specifications, as necessary.
6.	Prepares effective written products for the Department to provide information and documentation utilizing various tools, equipment, aids, and/or processes, as needed.
7.	Communicates in a professional and effective manner with others utilizing tact and interpersonal skills to establish and maintain effective working relationships in all situations.
8.	Analyzes hydrologic data to determine flood frequencies, unit hydrographs and the characteristics of water quality, precipitation, stream flow, and ground water using various tools, aids, equipment and/or processes, as needed.
9.	Consults with construction and institution plant operations personnel to coordinate site visits, provide information, change orders, request for information, alternative construction methods using various resources (e.g. knowledge, interpersonal skills) as necessary.
10.	Performs technical studies, investigations and research work on a wide variety of civil and structural projects or issues to determine needs, identify solutions and ensure conformance with applicable codes and standards using various tools, equipment, aids and/or processes, as needed.
11.	Reviews designs, purchase documents, reports, budget packages, construction submittals, shop drawings, etc. produced by other entities (e.g outside consultants/vendors, departmental staff) to ensure conformance to codes, plans, specifications, security standards, etc., as needed.